

The following sections describe, in detail, claim schedule preparation, printing of claim schedules and remittance advices, claim correction methods, reportable payment adjustments, posting of Claims Filed, reconciliation of claim schedules, claim schedule reports, and coding of the claim schedule and remittance advice.

CLAIM SCHEDULE PREPARATION STEPS

The steps described below are generally used by most agencies, however, some variations may exist.

Step 1. Determine the content of the claim schedule

To ensure compliance with SAM, Section 8422, the invoices contained in claim schedules must be separated as follows:

Separate invoices by type of disbursement (ORF reimbursement, discounts taken, immediate pay demanded, contracts, etc., as needed)

Separate invoices by type of output (Manual or automated schedule)

The transaction codes used to create automated or manual claim schedule batches are unique for each type. As a result, mixing automated and manual transaction codes (TCs) in the same batch is not allowed.

Agencies may choose to use a manual claim schedule under the following circumstances:

- ✧ Immediate payment demands or discount timing may require same-day batching and submission to the SCO;
- ✧ Reimbursement of the office revolving fund (ORF) may involve bills for vendor services that are reportable payments to IRS and FTB. The actual Vendor Number is used to avoid using TC R01 or R02. See Chapter XII, Reportable Payments, for more information on those transactions and requirements; or
- ✧ There is a small volume of claim schedule batches so automated claim schedules would not be efficient.

Step 2. Assemble vendor invoices/payment documents into a batch

Several rules must be followed when assembling a claim schedule batch for entry. See Chapter VIII, Preparing Transaction Entry Documents, for general procedures on preparing a batch. Claim schedule batches have the following special requirements:

- ✧ Must contain only claim schedule transactions.

- ✧ Must use a unique 7-digit alpha-numeric Claim Schedule Number. If less than seven characters are used, the system right-justifies and left zero-fills those spaces. Blanks (space bar) are not allowed between digits or as leading spaces.

NOTE: Use of special characters may prevent the SCO CD 102 document from correctly matching the CALSTARS Claims Filed document, or complicate the SCO/CALSTARS account reconciliations.
- ✧ Must contain transactions totaling no more than \$99,999,999.99. If exceeded, the system will split the schedule, create multiple face sheets, and automatically assign an 8th digit (i.e., A, B, C, etc.) rather than a zero.
- ✧ Must contain transactions with the same appropriation information (i.e., organization, fund, reference, enactment and funding fiscal year). Otherwise, the system will split the schedule, create multiple face sheets, and automatically assign an 8th digit (i.e., A, B, C, etc.) rather than a zero.
- ✧ Must contain a positive dollar amount for any vendor net of all discounts and credit memos. A net zero or minus dollar vendor payment prevents an automated claim schedule from printing until a correction is made to change the transaction amount(s) or delete a transaction(s).
- ✧ Must contain transactions for no more than 12 vendors on one face sheet. A vendor is defined as one Vendor ID (one VE Table record or name using one address). If more than 12 vendors are contained in the batch, the system will automatically assign an 8th digit (i.e., A, B, C, etc.) rather than zero and create multiple face sheets. Multiple invoices for the same vendor must be entered consecutively. If the transactions are not entered consecutively, the vendor name will appear on the face sheet more than once and be treated as multiple vendors. This could cause the batch to contain over 12 vendors.
- ✧ Must contain no more than 250 transactions in an automated claim schedule batch.
- ✧ Must contain either expenditure or refund transactions, but not both. If the transactions are mixed, the system will automatically split the TC 360's using the same Document Number but incrementing the Document Number Suffix (i.e., 00, 01, etc.).
- ✧ For manual claim schedules, avoid including more than one accounting distribution below the "APPROPRIATION" section of the Claim Schedule (Std. 218) "face sheet", illustrated in Exhibit XI-15, shown on page 50. Although up to ten distributions are allowed by the SCO, using more than one distribution may cause problems with the automated Claims Filed (CD 102) process.
- ✧ Up to 6 invoices per page may appear on the Remittance Advice (Std. 404C), Exhibit XI-16, shown on page 51.

Claim Schedule File Maintenance (Command B.2)

The Enter Claim Schedule Maintenance Transactions screen (Command **B.2**) controls the printing of automated claim schedules. A table describing the functions and fields of the Claim Schedule Maintenance screen is displayed in Exhibit XI-2. An example of the screen is shown below. The screen displays claim schedules processed on a previous day and not yet printed or claim schedules that currently have transactions on the Error File.

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The screen displays up to 12 lines. Additional records may be displayed by scrolling using the **F8** key.

Use the following instructions for entering maintenance transactions.

The default for the **Global Print** Indicator is **Y** (yes), and the default for the **Print Date** is the current date. Agencies may change the **Global Print** indicator to **N** (no) to prevent all claims from printing. When the indicator is changed to **N**, the **Print Date** field defaults to 'MM DD YYYY'; the **N** remains until the agency manually changes it back to **Y**.

The **Print Date** determines which claim schedules process and become available for print the following day. Only claim schedules with a batch date equal to or earlier than the specified print date are processed and made available for print the following day. Agencies may change the **Print Date** to an earlier date to enable them to preview the claim schedule data prior to printing. When the **Print Date** is changed, the current date default resumes automatically the following day providing the **Global Indicator** has not been changed to **N**.

A Global Print maintenance transaction is only necessary if agencies do **not** want claim schedules entered that day to print the following day. Otherwise, claim schedules are available to print the next day if no fatal errors are detected during the CALSTARS nightly (IEUP) process.

The **Default Output Destination** field indicator is currently set to **P** for all agencies. Option **E** is not available at this time.

The following functions described below, a **D** (delete maintenance) and an **I** (insert maintenance), can be entered in the Function column (**F**):

A **D** entered in the Function column is used to delete previously entered information from the Maintenance Operator field. For example, if Hold is entered in the Maintenance Operator column and should not have been, a **D** entered in the Function column before nightly processing would delete the Hold. A **D** entered in the Function column does not delete a claim schedule or a claim schedule transaction. Only previously entered claim schedule maintenance is affected.

An **I** entered in the Function column is used to create a new line with duplicate claim schedule information. The sequence number in the duplicated line displays five zeros. This allows a specific sequence number to be entered in place of the zeros. Using the **I** function allows a specific transaction within the claim schedule to be deleted by entering the appropriate sequence number and entering a Delete in the Maintenance Operator field. For example, a credit memo that causes a negative net to vendor can be deleted using this process.

The following Maintenance Operator values described below, Hold, Release, and Delete, can be entered in the Maintenance Operator column:

A **Hold** entered in the Maintenance Operator column will prevent a claim schedule from printing.

Release will make a claim schedule available for print. If a claim schedule has previously been put on hold, this maintenance operator must be entered before the claim schedule will print.

Delete will remove an entire claim schedule or a transaction within a claim schedule from the Warrant Write File. This means the claim schedule or the transaction within a claim schedule is no longer available for print. **Note:** Deleting transactions from the Warrant Write file does not delete the previously posted expenditure transactions. Therefore, additional action may be required.

When the **Enter** key is pressed, the Claim Schedule File maintenance transactions are edited. Valid transactions are removed from the screen and the message '821-RECORD SUCCESSFULLY ADDED' is displayed at the bottom of the screen if none of the transactions have online errors. If errors are detected on the maintenance transaction screen, the erroneous field is highlighted and the appropriate error message is displayed at the bottom of the screen. These error messages are described in Volume 4, Error Correction.

The following two methods can be used to change a previously entered maintenance transaction:

- ✪ Enter a **Hold**, **Release** or **Delete** directly over the incorrect Maintenance Operator.
- ✪ Enter a **D** in the function field, press **Enter**, and enter the appropriate Maintenance Operator in the Maintenance Operator field. When all of the desired changes have been entered, press the Enter key.

Claim schedule maintenance transactions remain on the Claim Schedule Maintenance Transactions screen until the CALSTARS system is brought down for nightly processing.

Printing Automated Claim Schedules and Remittance Advice Forms

Printing Claim Schedule (Std. 218) face sheets and Remittance Advice (Std. 404) forms at an agency printer is controlled through Command **G.4** or **B.1**, Printer Control Options. The detailed instructions are contained in Volume 6, Chapter II, Report Requesting, Printing and Other Output. See the section titled *Report Printing - Command G.4*. CALSTARS uses a proprietary software package called ROPES (Remote Online Print Executive System) to manage claim schedule and report printing. Claim schedules are classified as "forms", which requires the manual intervention by an operator to set up the printer and initiate the printing process. This precludes accidental printing of these documents on blank report paper stock. Reports and forms in ROPES are grouped into "report queues". The claim schedule data uses the report queue Name **XXYMRW05** (XX=printer ID, YN=device and number) and a report Class of **S** (schedule). The steps for printing the claim schedule and remittance advice are:

1. To see if claim schedules are queued and available for print, Enter Printer Option **X**, the appropriate printer ID, Report Class **S**, Report ID **RW05**, and press **Enter**. If claims are available for print, go to Step #2.
2. Set the Printer to "Hold" (press printer button) to prevent other printing. Load and align claim schedule continuous forms in the printer. The printer line length should be set at '66' (normal length for reports).
3. (*Optional*) Test the alignment by entering Printer Option **Q**, the appropriate printer ID, Report Class **S**, Report ID **RW05**, and press **Enter**. Press Enter once each time a sample alignment test is desired and a 1-page sample will print.
4. Enter Printer Option **S** when ready to print the actual claim schedules.
5. When completed, check to make sure the alignment is still correct.

NOTE: If not aligned, realign the paper and use Printer Option **R** (Reset Printing of A Report) to reprint the schedules.

EXHIBIT XI-2
CLAIM SCHEDULE FILE MAINTENANCE SCREEN FUNCTIONS AND FIELDS

ITEM	DESCRIPTION
Global Print	The default for the Global Print indicator is Y (Yes). Change the Global Print indicator to N (No) to prevent all claim schedules from printing. When the indicator is changed to N , the N remains until the agency manually changes it back to Y .
Print Date	The default for the Print Date is the current date unless the agency changes the Global Print Indicator to N . If changed to N , the default is ' MM DD YYYY '. Claim schedules with a batch date equal or prior to the specified Print Date will be available for print the following day. Agencies may enter an earlier date in the Print Date field to enable them to review claim schedule data prior to printing.
Default Output Destination	The Default Output Destination indicator is currently set to P for all agencies. Option E is not available at this time.
Function	<p>Enter a function.</p> <p>D=Delete Key a D in the Function field to delete maintenance. The D function deletes previously entered information from the Maintenance Operator field. It does not delete a claim schedule or a claim schedule transaction.</p> <p>I=Insert Key an I in the Function field to create a new line with duplicate claim schedule information. This allows for the entry of a Delete in the Maintenance Operator field for a specific transaction within the claim schedule, such as the deletion of a credit memo that causes a negative net to vendor.</p>
Maintenance Operator	<p>Enter the claim schedule maintenance operator, as appropriate. If a batch sequence number of 00000 is entered, the Maintenance Operator applies to the entire batch. The valid Maintenance Operators and their values are:</p> <p>Manual Hold (HOLD, H) - Prevent any transaction and/or batch from being available to Print.</p> <p>Release From Manual Hold (RELEASE, REL, R) - Allow any transaction and/or batch currently on Hold to Print.</p> <p>Delete (DELETE, DEL, D) - Remove any transaction from the Claim Schedule File; e.g., any credit memos causing a negative net to vendor, transactions with Vendor ID errors, etc. It does not affect the corresponding expenditures previously posted.</p>
Claim Schedule Number	The Claim Schedule Number field is populated with all claim schedule numbers in the Warrant Write Subsystem. This includes claim schedules that are not available for printing (those with errors such as negative net to vendor, associated errors on the error file, and those on manual hold, as shown on the W01 report). Claim schedules will continue to appear on the Claim Schedule Maintenance Transaction screen until the errors are corrected or the claim schedules are released from the Manual Hold.